



Monthly Departmental Report

April 2015

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works

Other Agency Reports



Finance Department

Monthly Departmental Report

Through the Period Ended April 10, 2015

Activity	Status
Operations	
Successor Agency	A few months ago, the Successor Agency submitted to the Oversight Board and the Department of Finance: 1) a Long Range Property Management Plan for outstanding government use property assets held by the Successor Agency, 2) a Public Improvement Agreement transferring \$325,259 in former Redevelopment Agency bond proceeds to the City of Belmont was also submitted and 3) a Recognized Obligations Payment Schedule (ROPS – i.e., budget) for the Successor Agency for the July-December 2015 time period. The Department of Finance has approved the Public Improvement Agreement and the ROPS. Staff is continuing to work with the Department of Finance on the Long Range Property Management Plan.
FY 2016 Budget	Staff presented the Budget Strategic Planning for FY 2016 and received Council direction at their March 18 th Priority Workshop. The FY 16 Budget is scheduled to be introduced at the Council's May 26 th meeting.
Economic Development	<p>The City's economic development consultant Keyser Marsten Associates (KMA) has developed options to maximize the inventory of Low-Moderate Income (LMI) property asset disposition/retention plan that will further the City's goals of affordable housing production and boost the City's downtown revitalization efforts. KMA is in the process of integrating their work to supplement the General Plan and Belmont Village Specific Plan efforts, as well as support the negotiations for the Firehouse Square target site.</p> <p>The City has completed the initial submission of the Draft Housing Element 2015-2023 to the State Department of Housing and Community Development (HCD) and anticipates that this document will return to the Planning Commission and City Council for adoption public hearings in April 2015.</p>
Risk Management	The City has been advised it will need to change its third party administer for Worker's Compensation claims. Staff has been performing interviews of potential firms.
Energy Efficiency Project	<p>Comfort International has begun work on the Library with materials being delivered today.</p> <p>Cal West, the LED streetlight contractor, will also start work soon, once material logistics are scheduled.</p> <p>PG&E has submitted the On-Bill Financing application, and</p>

staff is still awaiting word on its finalization.

Reporting

Treasurer's Report	March report completed.
Monthly Budget Variance	March report completed.

Human Resources Department Monthly Report

Recruitment Summary

March 2015

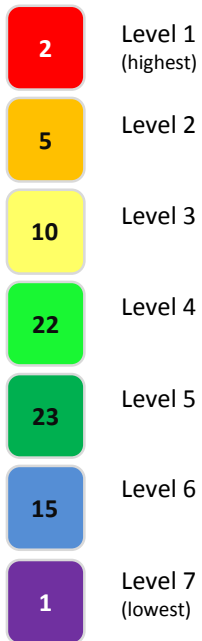


Position	Department	Filing Deadline	Status/Activity
Maintenance Worker I/II	Parks and Recreation	January 16, 2015 or 100 applications received	Jeffrey Coffey appointed effective April 1, 2015
Recreation Specialist .75	Parks and Recreation	March 16, 2015	Department interviews to be held on April 13.
Maintenance Worker I/II	Public Works	February 13, 2015	Department interviews to be held on April 16.
Police Officer	Police	April 6, 2015	Panel interviews scheduled for April 13.
Summer Recreation Positions	Parks and Recreation	Open Until Filled	Recruitment underway.

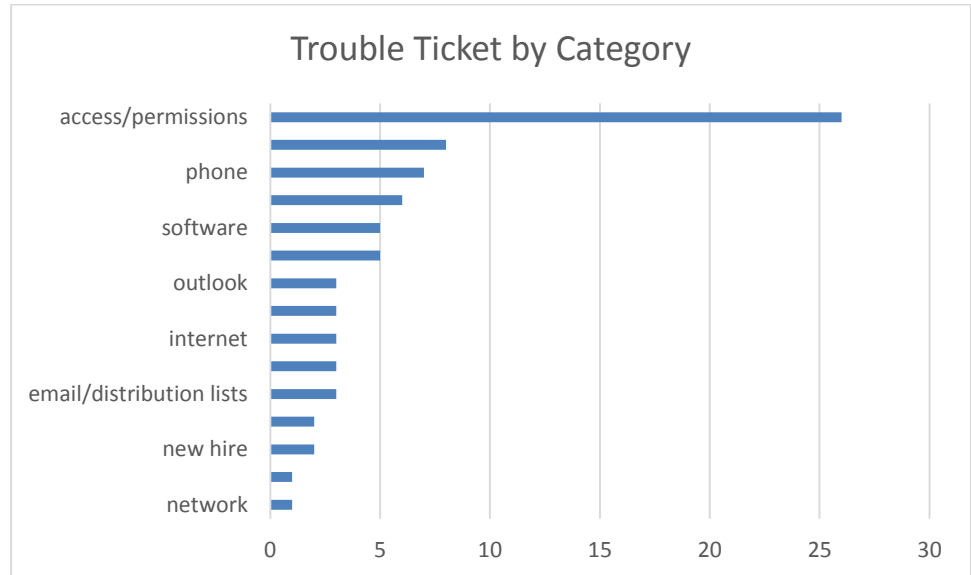
Daily Operations:

- Service Requests, 48 Trouble Tickets were received and responded to by IT

Trouble Tickets by Priority

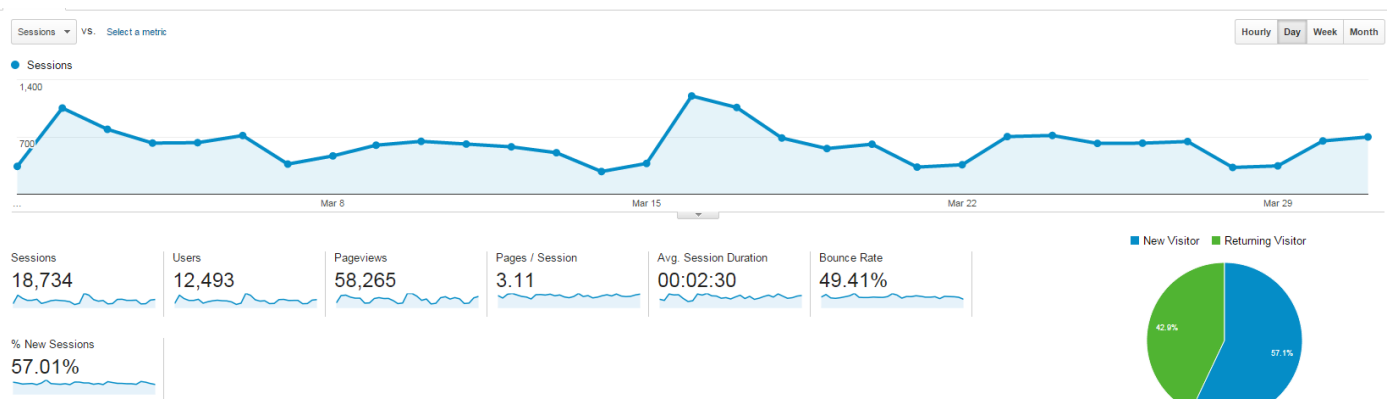


78 TOTAL



www.belmont.gov:

Activity: March 1, 2015 – March 31, 2015



Major Projects:

- **Information Technology Strategic Plan**

NexLevel Information Technology has performed the following tasks:

- Evaluate the City's current business application portfolio
- Meet with Senior Management Team (SMT) and other key technology "customers" to understand current technology effectiveness and future desired "business services end state"

Next Steps:

- Review the City's current IT environment, including network, servers, related applications, security and user (desktop and mobile) environment.
- Make recommendations for projects and initiatives to help the City meet business needs and goals

- **Belmont Mobile Application – Expanding Civic Engagement**

Beta testing has begun as application integration continues. This project soft launch occurred April 1. Information Technology will utilize the month of April to access issues and correct deficiencies with the application. Jason Eggers, jeggers@belmont.gov is the project manager.

- **Help Desk Upgrade/Replacement**

Staff replaced the City's Help Desk application, ExDesk, with a more robust solution from SpiceWorks. Marisa Martinez setup and implemented the new help desk application. SpiceWorks Help Desk provides the following key benefits:

- Accept help desk tickets via email or user portal
- IT staff can manage tickets from desktop or mobile device
- Network discovery to inventory desktop and mobile devices
- Price; \$495/years versus \$1200/year for ExDesk

**Parks and Recreation
Monthly Report
March 2015**



DAY CARE

BELMONT COMMUNITY LEARNING CENTER:

The Community Learning Center has seventy-five children enrolled.

March is Parent Participation Month. Twenty-seven families spent either a morning or afternoon in their children's classrooms. Parents had an opportunity to lead the circle time, assist the children with their art project, and interact with the children during indoor free play time and outdoor play. Overall parents were able to learn more about their child's day.



The PTO sponsored the Mad Science Workshop on March 19. The children learned about various animals and made animals masks.



On March 20, Marsi from the Belmont Library read stories to the children for twenty minutes in each classroom.

Classrooms 5 and 9 are walking to Sunrise Senior Living on March 31 for an egg hunt. The children will also be singing songs and interacting with the residents.

The next PTO meeting is scheduled for Tuesday, April 7 at 6:00 pm. Our PTO is busy with the upcoming Silent Auction scheduled for May 20.

**Parks and Recreation
Monthly Report
March 2015**



<p>SENIOR SERVICES</p>	<p>PROGRAMS and EVENTS:</p> <p>~The Twin Pines Shuttle provided 156 one way trips in March.</p> <p>~ 458 Lunches were served in the Twin Pines Café.</p> <p>~Volunteers provided 550 hours of dedicated service at the Twin Pines Senior & Community Center in March.</p> <p>~A March Birthday Lunch was held, celebrating everyone born in the month of March. Green was the color of the day at the St. Patrick's Day lunch, where diners enjoyed a tasty meal and found the pot of gold at the end of the rainbow; each place setting was sprinkled with gold chocolate coins. Baseball season is coming, and those who had lunch on Friday, March 3 had the chance to win a variety of sports memorabilia, donated by the San Francisco Giants.</p> <p>~The Belmont Library visited the Twin Pines Senior and Community Center on March 26 for a Meet Your Librarian Morning. Seniors had the opportunity to connect with library staff and find out more about the exciting things happening at the library.</p> <p>~The Sequoia Village is a new non-profit membership organization which will offer services to help seniors remain independent in their homes. The Village will link seniors to the services at the Twin Pines Senior and Community Center, and is expected to open this summer. Information sessions are held monthly at the Twin Pines Senior & Community Center.</p> <p>~March movies were attended by over 380 people, with new DVD releases, foreign films and the classics being shown.</p>
<p>RECREATION PROGRAMS AND CLASSES</p>	<p>ACTIVENET ONLINE REGISTRATION:</p> <p>The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> • 626 enrollments were processed during the month of March, generating \$97,400 in recreation program revenue. • 419 (67%) enrollment transactions were successfully processed online. • Processed \$72,487 (74%) in program revenue via online transactions. <p>TEENS: The Belmont Library Teen Center served 549 youth, with Barrett Community Center attracting 102 students as drop-in.</p> <p>VOICES: - In honor of the National Read Across America Day on March 2,</p>

**Parks and Recreation
Monthly Report
March 2015**



	<p>members of V.O.I.C.E.S. helped organize the Friends of the Belmont Library’s Book Nook in Twin Pines Park. The Book Nook is one way the Friends of the Belmont Library program generate revenue, which goes toward library services and cultural events for both children and adults. Teens enjoyed sorting books and clearing out areas for new additions that will surely fly off the shelves!</p> <p>YOUTH: 18 young cooks learned to make pancakes and how to be the next Culinary Star. Approximately 150+ signed up for dance starting this month.</p> <p>ADULT: 15 adults signed up for Taiko Drumming and 27 started the new Tai Chi sessions.</p>															
RECREATION FACILITIES	<p>FACILITY RENTALS:</p> <p>Facility Uses:</p> <table><tr><td>Barrett:</td><td>21</td></tr><tr><td>Complex:</td><td>30</td></tr><tr><td>Cottage:</td><td>11</td></tr><tr><td>Lodge:</td><td>16</td></tr><tr><td>TPSCC:</td><td>17</td></tr><tr><td>Manor:</td><td>9</td></tr><tr><td>Picnic:</td><td>8</td></tr></table>	Barrett:	21	Complex:	30	Cottage:	11	Lodge:	16	TPSCC:	17	Manor:	9	Picnic:	8	<p>TOTAL FACILITY USES - 112</p> <p>Picnic Areas:</p> <p>Total Facility Revenue - \$38,837</p>
Barrett:	21															
Complex:	30															
Cottage:	11															
Lodge:	16															
TPSCC:	17															
Manor:	9															
Picnic:	8															
MEETINGS	<p>Active Access, San Mateo County Belmont City Council Meetings Belmont Senior Citizen’s Advisory Committee Belmont Community Learning Center PTO Meeting City Facilities Team Meeting CPRS Annual Training Conference Get Healthy San Mateo County, Visioning Parks & Recreation Commission Meeting Peninsula Contract Instructors Collaborative Prevention of Harassment and Abusive Conduct Recreation Division Staff Meeting San Mateo County Parks and Recreation Directors’ Meeting San Mateo County Meals on Wheels and Nutrition Site Managers Meeting Youth Teen Recreation Services Meeting</p>															

**Parks and Recreation
Monthly Report
March 2015**



Parks Maintenance Activities

Location	Work Performed
Patricia Wharton	Weeding and general landscape management
Patricia Wharton	Repair to door on vandalized book lending library
O'Donnell Park	Remove dead pine tree from east corner of park
Barrett Community Center	Construct concrete footings to keep picnic tables in place
Barrett Community Center	Weed removal from cracks in asphalt
Belameda/Library	Drain and clean amphitheater fountain
Belameda/Library	Replace and repair vandalized paver stones/sitting stones
Island Park	Remove invasive acacia trees from behind fencing
Alexander Park	Remove blockages from bathroom and clean up vandalism
Island Park	Pressure wash dugouts for baseball season
Island Park	Weed control around perimeter of park and in landscape areas
Hidden Valley	Weed control and litter pickup in parking lot area
Twin Pines	Spring pruning of landscape beds around Manor building
Twin Pines	Relocate ash trays to be in compliance with smoking ordinance
Cipriani Dog Park	Annual maintenance including weeding/pruning
Davey Glen	Weed whipping and chemical treatment
Wakefield Park	Shrub/tree pruning and weed control
Wakefield Park	Install benches
Citywide Maintenance	Mow park lawns

Athletic Field Activities

Location	Work Performed
Ralston Field	Fill in potholes and gopher runways
Ralston Field	Use roller to smooth out uneven terrain
Barrett Field	Weed removal and re-establishment of ballfield perimeter
Nesbit Field	Spread calcium carbonate on turf to help balance ph level
Island Park/Marina Field	Weed whip/prune shrubs around perimeter of ballfield
Island Park/North Field	Seeded and topdress infield grass and outfield perimeter
Island Park/North Field	Measure infield base paths and cut out excess turf growth
Island Park	Spread calcium carbonate on all fields to balance ph levels
Island Park	Weekly mowing of infields and painting foul lines
Island Park/South Field	Repair to broken pipe behind ball field
Island Park/North Field	Repair to faucet in North Field bathroom
Island Park	Import red rock for even ballfield play

**Parks and Recreation
Monthly Report
March 2015**



Medians and R-O-W Activities

Location	Work Performed
Lodge Drive	Weed control and tree pruning
Lake/Lyall Road	Down tree removal
Ralston Corridor	Weed control and litter pickup
Ralston Ave./Hallmark	Cut back tree branches for vehicle clearance
Island Parkway	Landscape maintenance in medians
5 th /O'Neill/CID Bldg.	Litter removal and weed eradication
El Camino Real/Sixth Ave.	Weed removal in tree planter boxes and sidewalk cracks
CID Bldg.	Weed and litter removal/shrub pruning

Open Space Activities

Location	Work Performed
Water Dog Lake	Assist volunteers on Call To Action Day

Facilities Maintenance Activities

Location	Work Performed
TPS&CC	Repair door lock
TPS&CC	Unclog water faucet
TPS&CC	Repair broken baseboard
TPS&CC	Repair broken toilet
TPS&CC	Repair kitchen cabinets
TPS&CC	Install door stop
City Hall	Repair door handle
City Hall	Repair HVAC issues
City Hall	Repair partition lock
City Hall	Replace numerous light bulbs
City Hall	Reinforce server rack
Police Department	Hang five picture frames
Police Department	Hang dry erase board
Police Department	Repair leaking toilet

**Parks and Recreation
Monthly Report
March 2015**



Police Department	Repair door to storage garage
Police Department	Increase pressure in shower
Fire Stations	Repair kitchen faucet leak
Library	Repair shade curtain
Library	Repair projector screen
Library	Repair staff door handle
Library	Install new key box
Library	Repair bathroom partition lock
Corporation Yard	Wasp eradication
Corporation Yard	Repair two door handles
Corporation Yard	Respond to gas smell
Corporation Yard	Replace numerous light bulbs
Barrett Community Center	Install new light fixture
Barrett Community Center	Demo two classroom walls
Barrett Community Center	Relocate and add numerous outlets
Barrett Community Center	Relocate light switches
Barrett Community Center	Repair sink in janitor closet
Barrett Community Center	Repair toilet in men's restroom
Barrett Community Center	Unstick back door to studio
Barrett Community Center	Repair broken tiles
Barrett Community Center	Repair faulty thermostat
Barrett Community Center	Install four new door handles
Barrett Community Center	Repair bathroom lock
Barrett Community Center	Locate water leak
Barrett Community Center	Replace faulty photocell to parking lot light
Barrett Community Center	Plain door that was jambed
Barrett Learning Center	Replace faulty smoke/fire alarm
Park Office	Prep and paint Office
Park Office	Repair closet latch
Park Office	Pry-open stuck window
Park Office	Install two new window screens
Lodge	Repair faulty lock issue
Sports Complex Parking Lot	Replace pole light bulb
Sports Complex	Repair faulty door handle

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
April 2015**

<i>PROJECT DESCRIPTION</i>	<i>STAFF</i>	<i>CURRENT/FUTURE ACTIONS</i>
Long Range Planning		
<p><u>2035 General Plan Update & Belmont Village Specific Plan</u></p> <p>This project involves a comprehensive update of the Belmont General Plan (GP) and will include a Belmont Village Specific Plan. The GP serves as the guide for future social, physical, and economic development of the City. The GP is a long-term document consisting of goals, policies, written text and diagrams that expresses how a community should develop over time.</p> <p>GP Project Task One was completed on schedule and within budget, including launch of the project website, city-wide mail-out of newsletter #1, and stakeholder interviews (October), and completion of community workshops 1 & 2 (November & January).</p> <p>The City is in the process of creating a Belmont Village (BV) Specific Plan which is anticipated to provide greater detail and direction on zoning regulations, public realm improvements, design guidelines for new development, historic preservation, and other desired changes for Belmont Village. The BV Specific Plan will also complement the to-be-updated 2035 Belmont General Plan for the City.</p>	<p>de Melo and Dyett & Bhatia (D&B) - GP Consultants</p>	<ul style="list-style-type: none"> • The City has completed the competitive interview/selection process for the Belmont Village (BV) Specific Plan and Environmental Impact Report (EIR). This project is pursuant to the \$550,000 City/County Association of Governments (C/CAG) Priority Development Area (PDA) Planning Program Grant awarded to the City in May 2014 for the BV Specific Plan. The City is currently negotiating with Dyett & Bhatia on the scope of the work; City Council award of contract is anticipated for their 4/28 meeting. • Newsletter #2 plus a mail-in citywide survey sent on 3/20; responses requested by 4/3. As of this date, the City has received over 1,400 responses to the survey. • Joint City Council/Planning Commission study session conducted on 3/24; this served as a productive session and confirmation on project direction & deliverables. <p>A few key upcoming events/items:</p> <ul style="list-style-type: none"> • Community-Wide Survey results expected by end of April • Open House on Preferred Plan targeted for Thursday May 21st (4-7PM) at the Belmont Library • Belmont Village Specific Plan start-up in May

Complex Development Review		
<p><u>Firehouse Square</u></p> <p>The City has entered into an Exclusive Negotiating Agreement (ENA) with Sares-Regis Group of Northern California (SRGNC) to determine if a development plan could be achieved for the City-owned parcels (approximately 1.3 acres in size) in the Firehouse Square Block - located between El Camino Real and Fifth Avenue, and O'Neill and Broadway Avenue.</p>	<p>de Melo Scoles Fil Rennie</p>	<p>Initial Neighborhood Outreach completed. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. Exclusive Negotiating Agreement extended for 90 days to June 2015.</p>
<p><u>Autobahn Motors Dealership Expansion – 700 Island Parkway</u></p> <p>Project entails demolition of existing dealership and construction of a new 57K sq. ft. Sales Facility/Showroom building. Some service operations will move to 500 Harbor Boulevard (HIA area) currently leased by Autobahn.</p>	<p>de Melo</p>	<p>Planning Commission and City Council approved Planned Development Amendment and project environmental study in May 2014. Detailed Development Plan, Grading Plan, and Design Review approved by Planning Commission at 10/7/14 meeting. City Council approved Fence/Gate Plan at 10/28 meeting. Building Permit issuance anticipated by mid-April. Building demolition/project construction anticipated by end of April.</p>
<p><u>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</u></p> <p>Project includes construction of a three story mixed-use building – 11,000 square feet of ground floor commercial space and 32 residential condominiums on the 2nd & 3rd floors. An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>	<p>de Melo</p>	<p>Planning Commission conducted public hearings on 9/2 & 9/16 for project entitlements and environmental study and recommended Council approval. City Council approved subject entitlements on 10/14. Design Review, Grading Plan, and CUP to establish Detailed Development Plan (DDP) submitted on 1/12/15. Completeness of application under evaluation. Planning Commission review anticipated in late May.</p>
<p><u>490 El Camino Real (at Davey Glen – Proposed Mixed-Use (Commercial & Residential) Development</u></p>	<p>de Melo & Contract Planning Firm</p>	<p>Project currently under review by City Departments. Second round of site plan/architectural review completed. Project</p>

<p>Project includes construction of a multi-story mixed-use project – 5,000 square foot stand-alone single story commercial building and a separate four story building with 73 residential condominiums. An underground garage will serve the residential units and 20 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>		<p>Environmental Study anticipated to be released for public review in late April. PC/CC Public hearings for project targeted for June & July.</p>
<p><u>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</u></p> <p>Project entails construction of new 60,000 sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.</p>	<p>DiDonato & de Melo</p>	<p>Council authorized Service Agreement for EIR Environmental Consultant on 10/28. Public hearings for project anticipated in Late Fall 2015.</p>
<p><u>Clear Channel Outdoor (CCO) – Shoreway Road</u></p> <p>Project includes installation of a two-sided digital electronic billboard for the City’s Shoreway Road Pump Station property.</p>	<p>de Melo</p>	<p>Project environmental study released for public review/comment on 12/23/14 – review period ended on 1/22/15; no comments received. Public hearings for project anticipated in May.</p>
<p><u>Marriott Springhill Suites Hotel – Shoreway Road/Cormorant Drive</u></p> <p>Development Review Application filed in March to construct a new 169-room Marriott Springhill Suites Hotel on the subject vacant 3.39-acre parcel. The proposed four-story hotel would be approximately 91,465 sq. ft. in size and include meeting room space, food</p>	<p>de Melo</p>	<p>Consulting Service Agreement for preparation of project environmental study scheduled for 4/14 City Council meeting.</p>

service amenities, an exercise room, and pool. The site improvements also include an entry court, outdoor patio areas, street-level parking, and parking lot/perimeter landscaping.		
Appeals		
AT&T Wireless Facility – Public Right-Of-Way on Notre Dame Avenue /1920 Notre Dame Avenue	de Melo Rose Rennie	Appeal filed on 12/23 by AT&T of Planning Commission decision (12/16) of proposed AT&T Wireless Facility Modification Project. City Council Public Hearing conducted on 2/10 – CC overturned PC decision and approved proposed wireless facility modifications in public right-of-way. Next step is submission of building permits for facility modifications – anticipated by end of April.
Successor Agency Projects		

Items shown in bold face are new since last month.

Items shown in italics are scheduled for next CC or PC meeting.



**Permit Center
Monthly Council Report
March 2015**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	2	Planning Division
Development Review Applications Approved	2	Planning Commission Review
Permit Applications Received	94	Building, Plumbing, Electrical & Mechanical
Permits Approved	89	Inclusive of above
Permits Issued	94	
Inspections Performed	424	Building Division
Revenue Generated	\$177,405.97	Development Services
Department 210		

BELMONT POLICE DEPARTMENT

Monthly Activity Report for March 2015

PERSONNEL

- 2 Recruit Officers progressing in Police Academies (CSM & Monterey).
- 1 new officer close to completing training in FTO program.
- Police Officer recruitment underway.

OPERATIONS

Arrests 57	Total Incidents 2600	Code Enforcement Admin Citations 7
Citations 207	Reports Written 207	Total Incidents 99 Warnings 5

COMMUNITY POLICING

Abandoned Vehicle Report 50 complaints (46 resolved within 96 hours, 4 were not)
Child Safety Seats Community Service Officers inspected 6 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:

- | | | |
|---|---------------------------------------|--|
| • SMT Meeting | • Lions Awards | • Cal Chiefs Phone Conference with Senator Hill's Office |
| • Coffee with Cops | • NTF 30 th Reunion Dinner | • Team Building Workshop |
| • SMPCSA Meeting | • Chamber Leadership Program Panel | • IT Master Planning Meeting |
| • Legislative Committee Conference Call | • Capt. Hoss Retirement | • StarVista Starting Line Breakfast |
| • 4 Corners Community Meeting | • Sober Prom Filming | |

Capt. Halleran attended meetings and participated in functions for:

- | | | |
|---|---|--|
| • FirstNet Town Hall Meeting | • Field Crisis Consultation Committee Meeting | • Autobahn Traffic Safety Meeting |
| • Massage Ordinance Meeting | • 205 Law Enforcement & DUI Training Seminar | • Sober Prom Events |
| • Presentation of Vesta Call Taking Solution | • EMA Board Meeting | • Mutualink Presentation |
| • Communications Managers Association Meeting | • Belmont CERT Meeting | • San Mateo Co. Emergency Managers Meeting |
| • CERT Terrorism Class | • Team Building Workshop | • IT Master Planning Meeting |
| | | • Silver Dragon IX Planning Meeting |
| | | • EMA Board Meeting |

Capt. Psaila attended meetings and participated in functions for:

- | | | |
|--|---|---|
| • SMT Meeting | • SWAT Command Post Training | • Tactical Commander Group Meeting |
| • Meetings with Patrol Sergeants | • 8-Ball Group Meeting | • County Commander Group Meeting |
| • Leadership Program | • Officer & Sergeant Development Meetings | • Team Building Workshop |
| • Carlmont High School Career Talk | • Tactical Commander Group Meeting | • IT Master Plan Meeting |
| • SWAT Call-out EPA | • County Commander Group Meeting | • Autobahn Traffic Meeting |
| • Recruitment Meetings | • Team Building Workshop | • Mentor Mock Interview at Canada College |
| • Harbor Industrial Association Presentation | • Officer & Sergeant Development Meetings | • FTO Program Meeting |
| | • Admin. Meetings | • State of the City |

TRAINING

NAME	CLASS	DATE(S)
M. Thompson and E. Branch	Search Warrants	March 2, 2015
D. DeSmidt	Legislative Day	March 4, 2015
R. Collins	SFST's	March 11-13, 2015
T. Psaila	Leadership	March 13, 2015
Administration, Sergeants, C. Hussey	TBW	March 18-19, 2015
J. Lorenzini	Inner Perspectives	March 25-26, 2015
A. Balady	Interview and Interrogations	March 30 - April 3, 2015

POLICE RESPONSE HIGHLIGHTS

During the month of March, the Belmont Police Department conducted an anti-DUI educational event for the students, faculty and parents of Notre Dame High School. The program, referred to as "Sober Prom," included a simulated traffic collision involving a DUI driver. The event was a great success; and a video telling the story will soon be released on YouTube for others to experience as well.

Belmont Fire Department



Monthly Activity Report

For

March 2015

Personnel

Retirements: None

Recruitments: Continuing Firefighter recruitment process with our shared services partners.

Promotions: None

Operations

Emergency Response: For the month of March there were 222 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	1
Overpressure/Rupture/Explosion	1
Rescue & Emergency Medical	155
Hazardous Condition	9
Service Call	17
Good Intent Call	28
False Call	11
Total	222

Mutual Aid Received	17
Mutual Aid Extended	21

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

SMT & SinC Meetings * Shared Services Meetings * San Mateo Fire FACT Meeting * Take Charge of Your Talent Workshop * Presentation at Carlmont High School * All Officers Meeting * Probationary Firefighter Exams * Call Review with AMR * FN6 Board Meeting * Joint Apprenticeship Sub-Committee Meeting * Redwood City/San Mateo County Leadership Academy Session * Support Staff Meeting * Fire Prevention Services Meeting * Telestaff Meeting * Operations Drill at Central County Fire * City Council Priority Workshop * Fire Operations Group Meeting * Sober Prom Planning Meeting & Event * Vegetation Management Meeting * Seagrave Truck Proposal Meeting * Emergency Services Council Finance Sub-Committee Meeting * SOP Committee Meeting *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

E-14 Reading Program at Nesbit Elementary * Firefighter Interview for 6th Grade School Project * E-14 Little League Opening Day Event * CERT Meeting at Station 14 * Station 14 Tour for NDNU Students * Station 14 Tours for Nesbit Elementary Kindergarten Classes * Sober Prom Events at Notre Dame High School * Station 14 Tour & Pizza Party for Silent Auction Winners * E-15 Show & Tell for kids *

Training

Fire Personnel attended the following training & exercise opportunities:

Forcible Entry Performance Standards * Operational Simulations at Central County Fire

Total Department Training Hours for Month	186
Average Training Hours by Shift for Month	62

March Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	2
New Business License Inspections	5
Plan Reviews	4
Site Plan Reviews	2
Fire Inspections/Fire Finals	2
Training/Inspections with Belmont Building Inspector	20



**Engineering Monthly Report
Public Works Department
April 10, 2015**

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	Consultant has submitted draft report for review and held a workshop with City staff to review analysis and recommendations.	Finalize report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
Ralston Avenue Sewer Main Improvement Project- Phase 1	Bozhena Palatnik	Contractor completed all the pipe installation. Contractor to complete punch list. The extra cost was resolved with Council Approval.	Complete punch list. Submit to Council for final acceptance.	Unforeseen difficulties required setting up 3 additional bore pits to provide easier access for installing the pipe.
2015 Sewer Rehabilitation Project	Bozhena Palatnik	Consultant prepared a 65% design plan.	Complete design and start construction in summer 2015.	This is the first project to address our backlog of gravity sewer re-habilitation.
2015 Sewer and Storm Drain Improvement Project	Dalia Manaois	Contract awarded.	Construction to begin in early April 2015.	In order to minimize delays to the pavement reconstruction work, the sewer and storm drain improvements were removed from the Pavement Reconstruction Project and packaged separately in advance of the pavement work. Mid-Peninsula will also replace a portion of their older water main in the area.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Pavement Reconstruction Project	Dalia Manaois	Advertise project for construction.	Bid opening scheduled for April 13, 2015.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds for pedestrian and bike improvements.
Old County Road Street Lighting (Phase II)	Gilbert Yau	PG & E is continuing with design. Staff met with PG & E to finish the design of Phase 1 Project. The limit of Phase 1 is from San Carlos City limit to Masonic Avenue.	Prepare Right-Of-Way Certification. Working with PG & E to complete the design and accommodate the allocated funds. Notify residents the need for panel conversions. Schedule is to complete underground work by April 2016.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau	95% plans have been prepared by consultant.	Complete design. Submit environmental studies to Caltrans.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	City and Redwood City need to reach an agreement on design and construction of improvements.	Project on hold.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Consultant preparing 65% plans. Staff is preparing environmental study and selected the type of wall texture.	Complete design. Submit environmental studies to Caltrans.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is working with the City of San Mateo to study impact to their downstream facilities.	Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	This is an unfunded project. The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 25 # of Inspections assigned: 153	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log March							
Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	1	1					
Emergency Sewer Calls -after hours	12	12				12	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism							
Illicit Discharge	1	1					
Public Inquiry	12	10	2				
Sewer Repair							
Sewer Lateral/PLCO	16	16					
Sewer Overflow							
Sidewalk/curb and gutter	4	1		3			
Storm Drain	1				1		
Street Light	4			4			
Street Maintenance/ Potholes	6	1	4	1			1- San Mateo county responsibility
Street Signs	3	1		2			1- Caltran responsibility
Street Sweeping	1	1					
Traffic Signals	7	6			1		
Weeds/ shrubs/trees (within ROW)	3	3					
Storm Related Call							
Recology Calls	10	10					
Total Requests/turn around time	81	63	6	10	2		
Percentage		78%	7%	12%	2%		
Previous Month's Total	81	68	7	4	2		
Previous Month's Percentage		84%	9%	5%	2%		

Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	27,504	feet
Storm Line Cleaning Footage	0	feet
Sewer Video Inspection Footage	2,689	feet
Storm Drain Video Inspection Footage	3,656	feet
Curb Miles Swept - mileage	594	miles
Vehicle Preventative Maintenance	23	vehicles
Vehicle Repairs	21	vehicles

Shelter Services Report

Jurisdiction: **BELMONT** for the period of **2/1/2015 to 2/28/2015**.

Dogs	4	1.36%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	6	3.13%	
Other	3	6.52%	
Wildlife	8	2.51%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Total	21	2.47%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	3	75.00%	5	83.33%	1	33.33%	8	100.00%	17	80.95%
Owned	1	25.00%	1	16.67%	2	66.67%	0	0.00%	4	19.05%
Other Agency	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Adopted	1	50.00%	1	50.00%	2	100.00%	0	0.00%	4	57.14%
RTO - Release - Transfer	1	50.00%	1	50.00%	0	0.00%	0	0.00%	2	28.57%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	0	0.00%	0	0.00%	0	0.00%	1	100.00%	1	14.29%

DOA - Died	2	100.00%	3	75.00%	1	100.00%	7	100.00%	13	92.86%
Owner Requested Euthanasia	0	0.00%	1	25.00%	0	0.00%	0	0.00%	1	7.14%

Field Services Report

Jurisdiction: **BELMONT** for the period of **2/1/2015 to 2/28/2015**.

The percentages listed show the percentage of PHS's work in **BELMONT** that call type represents.

Total Activities for jurisdiction BELMONT

27

Dead Animal Calls	33.33%	9
Sick/Injured Animal Calls	25.93%	7
Quarantines of Dogs/Cats/Other Domestic Animals	18.52%	5
Stray Animal Calls	7.41%	2
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	3.70%	1
Assist Police/Fire	3.70%	1
Field Euthanasias	3.70%	1
Protective Custody	3.70%	1
Aggressive Animal Calls	0.00%	0
Aggressive Animal Complaint	0.00%	0
Assist Public	0.00%	0
Confined Dogs/Cats/Other Domestic Animals	0.00%	0
Field Returns of Domestic Animals	0.00%	0
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	0.00%	0
Municipal Code Complaint	0.00%	0
Owner Surrender Calls of Live/Dead Animals	0.00%	0
Property Inspections	0.00%	0
Traffic Hazard Animal Calls	0.00%	0
Transport Animal/Trap/Other	0.00%	0

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

Shelter Services Report

Jurisdiction: ALL JURISDICTIONS for the period of 2/1/2015 to 2/28/2015.

Dogs	294	100.00%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	192	100.00%	
Other	46	100.00%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Wildlife	319	100.00%	
Total	851	100.00%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	201	68.37%	115	59.90%	30	65.22%	293	91.85%	639	75.09%
Owned	92	31.29%	60	31.25%	15	32.61%	0	0.00%	167	19.62%
Other Agency	1	0.34%	17	8.85%	1	2.17%	26	8.15%	45	5.29%

Adopted	81	37.85%	80	68.97%	35	85.37%	0	0.00%	196	38.36%
RTO - Release - Transfer	102	47.66%	9	7.76%	2	4.88%	16	11.43%	129	25.24%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	1	0.47%	0	0.00%	0	0.00%	0	0.00%	1	0.20%
Euth: Untreatable	30	14.02%	27	23.28%	4	9.76%	124	88.57%	185	36.20%

DOA - Died	27	33.75%	57	75.00%	3	60.00%	179	100.00%	266	78.24%
Owner Requested Euthanasia	53	66.25%	19	25.00%	2	40.00%	0	0.00%	74	21.76%

Field Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of **2/1/2015 to 2/28/2015**.

The percentages listed show the percentage of PHS's work in **ALL JURISDICTIONS** that call type represents.

Total Activities for jurisdiction ALL JURISDICTIONS		995
Sick/Injured Animal Calls	17.69%	176
Dead Animal Calls	17.49%	174
Quarantines of Dogs/Cats/Other Domestic Animals	15.28%	152
Stray Animal Calls	12.26%	122
Confined Dogs/Cats/Other Domestic Animals	8.14%	81
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	7.24%	72
Aggressive Animal Complaint	6.23%	62
Field Euthanasias	2.81%	28
Municipal Code Complaint	2.41%	24
Property Inspections	2.11%	21
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	1.91%	19
Aggressive Animal Calls	1.81%	18
Traffic Hazard Animal Calls	1.31%	13
Assist Police/Fire	1.21%	12
Protective Custody	1.01%	10
Owner Surrender Calls of Live/Dead Animals	0.70%	7
Field Returns of Domestic Animals	0.30%	3
Transport Animal/Trap/Other	0.10%	1
Assist Public	0.00%	0

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

Breakdown Report – San Mateo Co, CA

Activity from 2/1/15 through 2/28/15

Zip/Jurisdiction	Total Revenue	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
ATHERTON	\$768.75	33	3	0	0	0	36	0	0	0	4
		\$565.00	\$89.75	\$0.00	\$0.00	\$0.00	\$654.75	\$0.00	\$0.00	\$0.00	\$114.00
BELMONT	\$2,460.00	57	22	31	3	0	113	0	16	0	12
		\$946.00	\$930.00	\$173.00	\$40.00	\$0.00	\$2,089.00	\$0.00	\$203.00	\$0.00	\$168.00
BRISBANE	\$638.00	17	1	2	2	0	22	0	3	0	2
		\$337.00	\$55.00	\$12.00	\$35.00	\$0.00	\$439.00	\$0.00	\$47.00	\$0.00	\$152.00
BURLINGAME	\$3,384.00	113	17	6	2	0	138	1	12	3	18
		\$1,924.00	\$754.00	\$40.00	\$35.00	\$0.00	\$2,753.00	\$8.00	\$240.00	\$36.00	\$347.00
COLMA	\$80.00	4	0	0	0	0	4	0	0	0	0
		\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNTY	\$4,939.00	150	22	37	5	0	214	2	27	2	32
		\$2,651.00	\$1,062.00	\$214.00	\$75.00	\$0.00	\$4,002.00	\$16.00	\$410.00	\$25.00	\$486.00
DALY CITY	\$4,996.00	166	16	4	0	1	187	0	24	6	31
		\$3,196.00	\$625.00	\$24.00	\$0.00	\$0.00	\$3,845.00	\$0.00	\$480.00	\$21.00	\$650.00
EAST PALO ALTO	\$765.00	24	0	1	0	0	25	0	3	1	8
		\$475.00	\$0.00	\$7.00	\$0.00	\$0.00	\$482.00	\$0.00	\$60.00	\$5.00	\$218.00
FOSTER CITY	\$2,894.00	102	15	7	2	0	126	0	16	3	12
		\$1,675.00	\$614.00	\$45.00	\$35.00	\$0.00	\$2,369.00	\$0.00	\$320.00	\$12.00	\$193.00
HALF MOON BAY	\$2,363.00	73	13	4	0	0	90	0	12	2	11
		\$1,318.00	\$586.00	\$21.00	\$0.00	\$0.00	\$1,925.00	\$0.00	\$240.00	\$12.00	\$186.00
HILLSBOROUGH	\$1,627.50	56	8	12	1	0	77	0	6	4	11
		\$974.00	\$289.00	\$64.00	\$17.50	\$0.00	\$1,344.50	\$0.00	\$120.00	\$42.00	\$121.00
MENLO PARK	\$3,029.00	73	22	2	0	1	98	0	18	4	16
		\$1,324.00	\$971.00	\$10.00	\$0.00	\$0.00	\$2,305.00	\$0.00	\$360.00	\$35.00	\$329.00
MILLBRAE	\$1,875.50	64	8	14	1	1	88	1	10	0	12
		\$1,111.00	\$351.00	\$95.00	\$17.50	\$0.00	\$1,574.50	\$8.00	\$148.00	\$0.00	\$145.00
PACIFICA	\$5,801.75	189	26	18	1	0	234	2	31	7	32
		\$3,445.00	\$1,110.00	\$101.00	\$17.50	\$0.00	\$4,673.50	\$16.00	\$581.00	\$21.00	\$510.25
PORTOLA VALLEY	\$870.00	14	7	6	0	0	27	0	4	2	7
		\$245.00	\$411.00	\$38.00	\$0.00	\$0.00	\$694.00	\$0.00	\$67.00	\$8.00	\$101.00
REDWOOD CITY	\$8,694.25	243	43	64	4	3	357	2	49	12	56
		\$4,411.00	\$1,984.00	\$371.00	\$63.75	\$0.00	\$6,829.75	\$16.00	\$824.00	\$73.00	\$951.50

Breakdown Report – San Mateo Co, CA

Activity from 2/1/15 through 2/28/15

Zip/Jurisdiction	Total Revenue	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
SAN BRUNO	\$3,871.00	120	14	9	0	1	144	0	18	7	27
		\$2,308.00	\$445.00	\$63.00	\$0.00	\$0.00	\$2,816.00	\$0.00	\$360.00	\$106.00	\$589.00
SAN CARLOS	\$4,166.00	138	23	14	0	1	176	0	19	2	29
		\$2,366.00	\$860.00	\$87.00	\$0.00	\$0.00	\$3,313.00	\$0.00	\$367.00	\$21.00	\$465.00
SAN MATEO	\$11,356.75	344	48	109	11	2	514	0	78	14	53
		\$6,355.00	\$2,134.00	\$596.00	\$143.75	\$0.00	\$9,228.75	\$0.00	\$1,196.00	\$78.00	\$854.00
SOUTH SAN FRAN	\$5,187.00	161	30	1	0	2	194	0	22	9	19
		\$3,158.00	\$1,121.00	\$15.00	\$0.00	\$0.00	\$4,294.00	\$0.00	\$440.00	\$77.00	\$376.00
WOODSIDE	\$1,059.00	32	4	7	1	0	44	0	5	1	9
		\$597.00	\$188.00	\$31.00	\$0.00	\$0.00	\$816.00	\$0.00	\$100.00	\$5.00	\$138.00
TOTAL REGISTRATIONS		2,173	342	348	33	12	2,908	8	373	79	401
		\$39,461.00	\$14,579.75	\$2,007.00	\$480.00	\$0.00	\$56,527.75	\$64.00	\$6,563.00	\$577.00	\$7,093.75

TOTAL REVENUE **\$70,825.50**